

## How To Create Low Dollar Order

A **Low Dollar Order (LDO)** is created in SRM in the same manner as a standard purchase order with a couple of exceptions.

The Purchase Order type is “LDO” for Low Dollar Orders. Select “**LDO**” as the type of purchase order to be created and click “**Continue**”.

**Select Purchase Order Type**

Select the type of purchase order that you want to create.

Purchase Order Type	Purchase Order Type Description	Partner Grouping Schema
CEMR	Catastrophic Emg PO	▼
CNF	Confirming PO	▼
ECPO	Standard PO	▼
<b>LDO</b>	<b>Low Dollar Order</b>	

The Create Purchase Order screen is displayed. The purchase order number range for an LDO order type will be 28XXXXXXXX. Purchase orders that begin with a “28” are easily identified as an LDO.

**Create Purchase Order: 2800000031**

**Number** 2800000031    **Smart Number** P00018797 06/15/2016 14:02    **Type** Low Dollar Order

**Overview** | Header | Items | Notes and Attachments | Approval | Tracking

Process the order as normal by adding a Supplier, location, line item information, account assignment details, etc. Click the “**Check**” button and clear any errors. Once all errors are cleared, click the “**Order**” button.

Additional considerations related to an LDO:

- Only a line item type “material” is allowed on an LDO. No service or limit lines can be created.
- LDO order types do not encumber funds. The funds are consumed at the time the invoice is paid.
- If using split accounting, you **MUST** split by “Value”.
- LDO orders will not interface to AFS (for agencies that normally interface purchase orders to AFS). Therefore, buyers will not receive an e-mail with the PO attached.
- LDO order types are limited to \$10,000. (Exception to this limit may be made during Year End processing.)
- If creating a prior year LDO, the FM Posting will need to be changed to 06/30/xx. (Screen caption on page 2)
- A Goods Receipt is not required when LDO is the Purchase Order Type.

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To change the FM Posting Date, navigate to the Header tab of the PO:

The screenshot displays the 'Header' tab of a Purchase Order (PO) system. The interface includes a top navigation bar with tabs: Overview, Header (selected), Items, Notes and Attachments, Approval, and Tracking. Below this is a sub-navigation bar with tabs: General Data, Notes and Attachment, Output, Budget, Table Extension, Control Agency, Agency, Document Totals, Extended PO History, Payment, and Synopsis. The 'General Data' tab is active, showing a 'Basic' section with 'Identification' and 'Organization' fields. The 'Identification' section includes 'Smart Number' (Low Dollar Order PO), 'Smart Number is External' (checked), 'Purchase Order Number' (2800005910), 'Corresponding Novation Purchase Order' (empty), and 'Purchase Order Type' (Low Dollar Order). The 'Organization' section includes 'Purchasing Organization' (LaGov Purchasing Organization) and 'Purchasing Group' (136 DVA ACCT SUPV1 BUYER 1). The 'Currency, Values and Pricing' section shows 'Currency' (USD), 'Total Value (Net)' (922.31 USD), 'Total Value (Gross)' (922.31 USD), and 'Tax Value' (0.00 USD). The 'Service and Delivery' section shows 'Commitment Documents' (Display). The 'Status and Statistics' section shows 'Document Date' (05/29/2018) and 'FM Posting Date' (06/30/2018). A red box highlights the 'FM Posting Date' field, and a red arrow points to it from a tooltip that reads 'Change FM Posting Date when creating prior year LDO'.

Field	Value
Smart Number	Low Dollar Order PO
Smart Number is External	<input checked="" type="checkbox"/>
Purchase Order Number	2800005910
Corresponding Novation Purchase Order	
Purchase Order Type	Low Dollar Order
Purchasing Organization	LaGov Purchasing Organization
Purchasing Group	136 DVA ACCT SUPV1 BUYER 1
Currency	USD
Total Value (Net)	922.31 USD
Total Value (Gross)	922.31 USD
Tax Value	0.00 USD
Commitment Documents	Display
Document Date	05/29/2018
FM Posting Date	06/30/2018